

**CONFIDENTIAL**

DD/A 81-2426/1

25 NOV 1981

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

FROM:   
Executive Officer to the DDA

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SUBJECT: Travel Reduction Plan

Forwarded herewith is a memo and some notes which we received from the DCI. In keeping with the DCI's request, please provide us by 9 December your suggestions regarding travel reduction options which we can incorporate in an overall Agency reduction plan.

Attachments



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This document becomes UNCLASSIFIED  
when separated from attachment.